



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13-054

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Administrative Assistant (Floating), FSN-7**

(Salary approx. Tk. 48,000 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade)**

OPENING DATE: **November 24, 2013**

CLOSING DATE: **December 10, 2013**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Administrative Assistant (Floating)** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

This position is located in the Executive Office (EXO). The primary purpose of this position is to serve as a year round Administrative Assistant providing Mission-wide support to the different offices as the need arises, and as such, perform a comprehensive range of procedural, administrative and secretarial functions. The primary function is to provide administrative and secretarial coverage for Administrative Assistants who are on leave. Additionally, the Floating Administrative Assistant will assist Offices/teams with occasional clerical and administrative tasks as the need arises and schedule permits. This position will also provide the administrative support requirements of the Mission's Development Leadership Initiative. Mission-wide clerical and administrative tasks will be coordinated by EXO. The Floating Admin Assistant must be multi-talented and able to assist with a variety of administrative tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

Secretarial and Administrative Duties

- a. Using automated data processing equipment and software, types, prints, and reproduces correspondence. Establishes and maintains files for correspondence, cables, memos and faxes; according to USAID procedures and standards. Takes the initiative to act on routine matters.
- b. Manages the correspondence control system. Receives, screens, and insures correct distribution of mail, attaching relevant background material. Reviews outgoing correspondence/files for proper address, routing and attachments prior to transmission. Records, tracks and properly distributes incoming and outgoing correspondence. Reviews and takes appropriate action on documents in the in and out boxes.
- c. Researches, collects, reviews and interprets information, both general and technical, required to draft non-technical correspondence. Searches files and records to assemble background information for needed reports.
- d. Composes non-technical correspondence in both Bangla and English. Translates from English to Bangla non-complex, non-technical correspondence. Reviews own correspondence for typographical and grammatical accuracy and conformance with Mission formatting procedures.
- e. Receives and places telephone calls in English and Bangla, takes and leaves message; answers questions or directs callers to other staff members; sets up meetings and schedules appointments; receives and assists visitors.



- f. Assists with the coordinating and the logistical set up of meetings, field trips, retreats, off-site training, seminar and workshops including meeting room, meals, travel and hotel arrangements
- g. Assists with various department specific administrative functions such as assistance in the preparation of contracts, travel requests, transportation requests, purchase requests and completion of different forms and reports. Keeps on hand a supply of commonly used Mission forms as well as key documents.
- h. Maintains Leave Plan of all members of the team they are supporting. Prepares Time and Attendance sheets and serves as a timekeeper in WebTA for staff .
- i. Prepares GLAAS requisitions for Mission functions.
- j. Prepare requisitions for office supplies, repairs on office equipment, printing services and maintenance request for residences. Maintains stock levels of all standard office supplies and reorders as required.
- k. Makes domestic and international travel arrangements for the staff. Assures arrangements for large meetings and conferences are made, including meeting rooms, meals, ground transportation, clerical support, translation services (if required); etc.
- l. Prepares petty cash and representational funds requests.

General Services Support

Shares in the responsibility to the Mission in achieving and supporting teams for delivery of overall executive administrative and management support services. Provides logistic support and acts as point of contact for visiting TDY personnel as delegated by the assigned office director. Advises employees on general support matters – e.g., requisitions for maintenance, including information and instructions on preparation of work order requests, requests for non-expendable and expendable property – and fields general questions. Assists the Procurement Agent in the receipt and review of incoming requests for residential maintenance work and property and keeps an electronic log of their receipt. Assists the assigned team in obtaining supplies, services and property from State/ICASS cost centers. Keeps record of Team decisions, policies, and procedures and ensures widespread distribution of same for use by employees of all mission teams. Submits i-



Services request as needed for transportation, work orders for office space, supplies, and related. Maintains stores of appropriate office supplies.

Performs other duties as needed.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Completion of Higher Secondary (College) is required. *(You must attach a copy of your certificate along with your application form.)*
15 points
- 2. Prior Work Experience:** Three to five years of experience in administrative areas is required.
35 points
- 3. Knowledge:** Must have good working knowledge of administrative and filing procedures. A basic knowledge of “best practices” in administration and logistics is required.
25 points



- 4. Skills and Abilities:** Must have the ability to independently draft routine correspondence based on the administrative policies, communicate effectively, both orally and in writing; to obtain, analyze, and to prepare correspondence documents; to use word processors and office information systems; to maintain database.

25 points

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level III (good working knowledge) English proficiency is required. Fluency in native language “Bangla” proficiency is required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates must complete and sign the application form OF-612 OR DS-174 along with your resume and attach the following documents: If you do not attach the below mentioned



documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

[Application Form OF-612](#)

[Application Form DS174](#)

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy
- By post addressed to the Embassy of the United States of America

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.